



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
**HUMAN RESOURCES DIVISION**  
ONE ASHBURTON PLACE, BOSTON, MA 02108

CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lieutenant Governor

KRISTEN LEPORE  
Secretary

PAUL DIETL  
Chief Human Resources Officer

**Request for Authorized Access**  
**Commonwealth Employment Opportunities (CEO) and**  
**Notice of Intent to Hire (NIH) Systems**

Access Being Requested by (Name):		Date of Request:	
Agency:		Title:	
First Name:	Last Name:		
Title:			
Address:			
City:		Zip Code:	
Telephone Number:		E Mail Address:	

**I. Executive Branch Agencies (please fill out this section)**

<b><u>Dept. Ids for Access</u></b> Please list dept(s) (i.e., DMR, RMV, etc.) and select role(s)	<b><u>CEO Access</u></b>				<b><u>NIH Access</u></b>		
	<b>Job Poster</b>	<b>Central Office Approver</b>	<b>Secretariat Approver</b>	<b>Secretariat Analyst Approval – Mgmt. Positions (M1 – M4)</b>	<b>View Only Access</b>	<b>Entering NIHs</b>	<b>Secretariat/ Analyst Approval of Mgmt. Hires (M1 – M4)</b>
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**II. Non-Executive Branch Agencies (please fill out this section)**

<b>Please list dept (i.e., AGO, ETH, etc.)</b>	<b>Job Poster Only</b>
1.	<input type="checkbox"/>

Human Resources Director Signature:	Date:
Agency Head Signature:	Date:
Secretariat Human Resources Director Signature:	Date:

*In order to avoid delays in the processing of your request, please return original completed form with signatures to:  
Lexi McInnis, Personnel Analyst III via email or to Human Resources Division, One Ashburton Place, Room 317,  
Boston, MA 02108. Signed copy may be sent via facsimile to FAX (617) 727-4336*